



Fund Cycle: 2024 PCYIA-Robarts

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### 1.0 OVERVIEW

**The Robarts Petro-Canada Young Innovator Award** recognizes, promotes and supports the work of new faculty researchers and postdoctoral scholars whose work is particularly innovative, impacts positively on the academic environment and has the potential to be of significance to society at large. The program is intended to help attract and retain talent within early career stages at Canadian Universities, colleges and major research institutes and to help early career researchers launch their scholarly careers and enable them to carry their research forward.

***The Robarts competition is held once per year and there will be two awards of \$6,500 for 2024.*** The winners will receive the designation of Petro-Canada Young Innovator for the period of the grant (one year).

### 2.0 ELIGIBILITY

This award is offered to faculty members and postdoctoral fellows at Robarts. At the time of application, faculty applicants must be within 8 years of their initial appointment at a university (cumulative and not solely from initial appointment date at Western) or a current postdoctoral scholar, who work in a laboratory at Robarts Research Institute.

### 3.0 ADJUDICATION

Applications will be adjudicated by a committee appointed by the Vice-Dean (Research & Innovation). The committee will include a broad representation of faculty from various disciplines and career stage and may include external peer review by a qualified expert in the research area. In locations where Petro-Canada has a significant business presence and can provide a representative, the company may elect to have a staff member on the selection committee. The University will advise Petro-Canada, in writing, of the selection decisions as soon as they are made. Petro-Canada will receive a copy of the winners' abstracts.

### 4.0 EVALUATION CRITERIA

Applications will be evaluated based on three weighted sections: (1) merit of research proposal (50%); (2) appropriateness of proposed budget (20%); and (3) excellence of the researcher (30%).

#### 1.1 Merit of the project proposal (50%)

- Proposal is written in plain language, accessible to non-experts.
- Proposed objectives are clear, reasonable and likely to be achieved within a one-year timeframe.
- Proposed research design, methodology, and/or data analysis is adequately described and appropriate for the applicant's discipline.



- The proposed approach demonstrates novel thinking about the problem presented and results will have a positive impact on the academic environment and society at large.
- Advancing and incorporating EDID considerations in the research area and research environment, such that systemic barriers are identified, and detailed strategic steps to removing these barriers are described
- If applicable, considerations of sex- and gender-based plus analysis (SGBA+) included in the research design.
- Where applicable, meaningful and consistent inclusion and engagement of equity deserving and diverse in discipline groups throughout the research cycle.
- If applicable, understand and outline what implications this research has to Indigenous Peoples and land, and if engaging Indigenous communities, evidence of established working relationship, where this engagement is done in a good way.

### 1.2 Appropriateness of Proposed Budget (20%)

- Budget justification is appropriate for a one-year project and clearly justified.
- Where an application requests funds for equipment, it is clearly for direct research activity.
- Proposal clearly demonstrates the team has acquired, or has concrete plans to acquire, the necessary resources (people, financial and equipment) to complete the proposed work.

### 1.3 Excellence of the Researcher (30%)

- The applicant demonstrates excellence and leadership at a level appropriate for the stage of their career.
- The applicant has the breadth of necessary experience and expertise to deliver on the proposed activities.
- The applicant demonstrates effective mentorship of highly qualified personnel with concrete training philosophies and plans.
- Action oriented EDID plan highlighting the commitment to advancing EDID within the research ecosystem and within their research field.

## 5.0 SUBMISSION

Principal Investigators applying must submit a ROLA (Research On-line Administration) proposal to the ROBARTS grant.

Where the applicant is a postdoctoral scholar, a ROLA Proposal must be completed by the appropriate ROBARTS Principal Investigator (PI) with the name of the postdoctoral scholar indicated.

To complete a ROLA Proposal, go to: <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html> and select the appropriate competition under PETRO CANADA YOUNG INNOVATOR AWARD subtitle.



An online application form must also be submitted and can be found on the [program website](#). The same application form can be used to apply to either the *Western* or *Robarts* award. Once the online application form has been submitted to the [online submission portal](#), it will be uploaded to the ROLA proposal indicated in the application form for Chair and Dean signature approval.

All applications must include a letter of support from a well-recognized referee from the applicant's field of research, letters from Robarts Scientists are strongly encouraged. Referees are **not** required to be "arm's length" and letters should speak to the applicant's research excellence and quality of the proposed research. Letters can be submitted with the application or emailed separately to [research@schulich.uwo.ca](mailto:research@schulich.uwo.ca).

A ROLA Proposal must be submitted **by June 19, 2024** and applications must be submitted to the Schulich Research Office via the [online submission portal](#) by **3:00 PM ET on June 24, 2024**. It is the responsibility of the researcher to ensure that all conditions are met and that the application is complete and submitted to Schulich by the required date. **Late or incomplete applications will not be accepted.**

### 6.0 ETHICS, ANIMAL & BIOHAZARDS

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the **Certifications** tab of their ROLA proposal and on their application. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant [Ethics, Animal Use](#) or [Bio Hazard](#) websites. If the funded research activities involving humans, animals or biohazards will take place at a future date, and funds are required for other project expenses, a Release of Funds Agreement should be submitted ([see website for more details](#)).

### 7.0 FREQUENCY OF APPLICATION

The award is not intended to sustain multi-year research. While it is generally one-time only, however, a recipient could receive an award in a subsequent year under special circumstances, providing that the project is uniquely innovative to warrant further funding.

### 8.0 PROJECT TIME PERIOD

Grants will be available for a period of up to one year from the starting date. Upon termination of an award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to Western Research at [intgrant@uwo.ca](mailto:intgrant@uwo.ca). Extension requests must disclose the assigned research grant number,



an explanation to why funds could not be spent within the grant period, a budget justification on how remaining funds would be used and the length of extension required (1 year maximum).

### 9.0 RECOGNITION AND REPORTING

The award recipient must submit a final report to Western Research outlining how funds were spent and the status of the research, including how the project enriched the learning environment and contributed to a specific area of society or society at large. This report must be issued within three months of project completion and will be forwarded on to Petro-Canada. If the researcher's work is particularly relevant to Petro-Canada, the company may wish to continue communications with the award recipient regarding their work. Applicants must agree to the publication of the award and their project work. Petro-Canada will be acknowledged in any publication which results from work supported by the award. The recipient will be known as the Petro-Canada Young Innovator.

### 10.0 FUNDING

A research account will be set up in the grants system for successful project and a speed code issued to the PI listed on the proposal. Funds must be spent according to the approved budget on eligible expenses.

### 11.0 ELIGIBLE EXPENSES

All budget items must comply with Tri-Agency policies, the Tri-Agency Guide on Financial Administration and the specific guidelines outlined in this document.

#### 11.1 Budget Justification

An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided.

#### 11.2 Personnel

Western will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. To find current benefit charge rates, visit the Researcher Toolbox on the [Human Resources webpage](#).

The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult in which to determine appropriate levels. Colleagues, your department, or Human Resources can be a good source of information.

The budget justification must include a description of the duties of the personnel



requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

### 11.3 Travel Expenses

Western strongly encourages faculty and staff to defer travel to [all countries and regions identified by the Government of Canada as having active travel health notices for COVID-19](#). For those faculty and staff who do decide to travel internationally, please follow the steps [listed here](#). No member of the campus community is expected to travel on behalf of the university if they are not comfortable doing so.

Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. Please see information on Western's Financial Services site to assist with your planning:

[https://www.uwo.ca/finance/procurement/preparing\\_to\\_travel/index.html](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

For students participating in site visits and travelling, travel and subsistence only may be included (no salaries).

#### 11.3.1 Fieldwork Travel

For fieldwork, average cost per trip and number of trips should be estimated as closely as possible and explained.

#### 11.3.2 Air and train fare & Car rental

Applicants are required to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible for air and train fares and car rental. The website Expedia (<http://www.expedia.ca/>) is a good source for fare information.

#### 11.3.3 Mileage

Mileage costs must be calculated using established [Western rates](#).

### 11.4 Meals and Accommodation

Under "meals and accommodation" in the budget, applicants should provide their best estimate of the cost of subsistence for the period of travel. The maximum daily rate must be followed per Western's travel guidelines. Detailed information as to destination and length of stay are required in the budget. Hotel quotes are not required. Original receipts will be required when travel claims are processed.



### 11.5 Equipment

All equipment purchased with internal grant funds becomes the property of the University of Western Ontario. Written quotes, or advertisements giving prices, must accompany the application.

#### 11.5.1 Computing Equipment & Software

The committee will entertain requests for computers and related equipment and software; however, the request must be necessary for the conduct of the research activity described in the application and not for general word processing. The committee encourages applicants to request support from their Dean or Chair to help offset these costs before they apply to these competitions. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are encouraged.

### 11.6 Supplies and Services

Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repairs.

### 11.7 Ineligible Expenses:

- Funds to Attend Conferences. In general, requests for funds to attend conferences will not be accepted. This prohibition includes travel costs, subsistence, registration fees, and costs associated with the preparation of the presentation.
- Faculty salaries
- Research time stipends (Faculty)

## 12.0 CONTACT INFORMATION

The competition is administered by Schulich Research Office on behalf of Robarts. If you have any questions please direct them to the Schulich Research Office ([research@schulich.uwo.ca](mailto:research@schulich.uwo.ca)).